

**SC Customer Information Advisory Group (CIAG)  
Meeting Summary  
January 23, 2002**

**Agenda**

- ?? Review of Previous Action Items (Rice)
- ?? Support Center (Baker)
- ?? SC Information Management (IM) Service and Project Status (Griffin)

**Action Items**

Previous Action Times	Status
Coordinate with CIAG members and provide the names of 2-3 customers to Kimberly Rasar to participate in the IMSC External Review	Complete
Distribute e-mail explaining the new password and ID procedures for the FTP site	Complete
Add discussion of flexi-place workstation costs to CIAG agenda in January.	Information provided to Steve Buswell; no additional action required.
Discuss with Mr. Valdez the possibility of an SC nomination for the IM Quality Awards, which are presented annually by the DOE CIO. The deadline for nominations is January 18, 2002.	Complete

New Actions from the January 23 Meeting	Assigned To
Provide the CIO briefing consolidation package to CIAG members.	T. Griffin
Brief CIAG members on changes in Operating Plan schedules once all "current development" is complete.	T. Griffin
Inform the IM Board of budget status.	T. Griffin

**Support Center – B. Baker**

Baker reviewed the Exchange User list. It was noted that the number of people above 150 MG increased, as well as the number of persons above 300 MG. The likely cause of the increase is the holiday season and vacations during this time. The helpdesk is available to assist those who need help cleaning out and archiving their mailbox.

An ID and password is now required for the FTP server. Approximately four to five persons use the site each week, which is purged weekly. The Office of the Chief Information Officer (CIO) is looking into an automatic FTP for e-mail with file attachments that exceed the size limit.

**SC IM Service and Project Status – T. Griffin**

Ted Griffin reviewed the status of the fiscal year (FY) 2002 information management (IM) services and projects. This information will also be presented to the IM Board at its January 24 meeting. Significant service items discussed included the continued 100 percent e-mail operations, finalization of the Microsoft software license purchase requisition, and the IM&T Division is still assuming an \$8 million budget, although the final budget still has not been approved. Griffin will bring the budget issue to the attention of the IM Board as well.

The Office of Management and Budget (OMB) is beginning to enforce the Clinger-Cohen Act, which requires Federal Agencies to implement an information architecture. So far, the Office of Science is the only Government entity that Griffin has found that has actually done so.

The Project status discussion included a question on the effect of Execution Work Management “current development” on other projects in the Operating Plan. Griffin noted that based on Organization Administrator (OA) recommendation, SC-65 has reassigned resources to complete outstanding work on EWM 1.0 before new development (on SCIP and additional versions of EWM) can take place. Greg Dilworth expressed concern about delays in rolling out Query and Reporting and suggested that the presentation chart be redrawn to show the current status. Griffin noted that he would provide information on the effect on the Operations Plan prior to the next IM Board meeting.

## Proposed 2/6/2002 Meeting Agenda

- ?? Review of Previous Action Items (Rice)
- ?? Support Center Items (Baker)
- ?? Update on IMSC External Review (Yockman)
- ?? Update on CIO Plans (Yockman)

## Meeting Attendees

Name		Organization	Contact Information
Dilworth–Chair	Greg	SC-14	3-2873
Rice–Exec. Sec	Pat	SC-65	3-4556
Afzal	Shahida	SC-50 (ESMT)	3-4941
Agrillo	Mike	CSMI	703-823-4300
Baker	Brent	SC-65	3-2345
Beall	Jeanne	SC-65	3-4587
Buswell	Steve	SC-7	6-9741
Clay	Mitzi	SC-65	3-3717
Farrand	Sue	SC-65	3-1884
Flynn	Kelly	SC_65	3-3193
Forsythe	Todd	SC-65	3-6409
Griffin	Ted	SC-65	3-4602
Hanlin	Cathy	SC-23	3-1965
Jernigan	Lori	SC-64	3-5212
King	Susan	SC-65	3-2731
Miller	Caryle	SC-82	3-8434
Oyler	Dean	SC-22	3-6394